

Dryden Policy Directive

Directive: DPD 3451.1

Effective Date: July 1, 1997

Expiration Date: July 1, 2002

RESPONSIBLE OFFICE: H/Human Resources Management and Development Office

SUBJECT: Dryden Awards and Recognition Program

1. PURPOSE AND APPLICABILITY

The awards and recognition program at Dryden follows the provisions of the NASA program, as set forth in NPG 3451.1D. This Dryden Policy Directive, DPD 3451.1, supplements NPG 3451.1 by covering awards and recognition specific to Dryden. Together, NPG 3451.1D and DPD 3451.1 provide the guidance necessary for carrying out the Dryden awards and recognition program, and copies of the two guides will be provided to each manager and supervisor at Dryden.

2. AUTHORITY

- A. Title 5, U.S. Code, Chapters 43 and 45.
- B. Title 5, CFR, Parts 430 and 451.
- C. Executive Order 11438
- D. National Aeronautics and Space Act of 1958, Sections 305 and 306.
- E. NPG 3451.D

3. RESPONSIBILITIES

- A. The Center Director is responsible for directing, supporting, implementing, and maintaining the Dryden awards and recognition program.
- B. Dryden managers and supervisors are responsible for actively participating in and supporting the awards and recognition by:

(1) Ensuring that all individuals or groups of employees, regardless of cultural diversity, gender, grade, or occupational area, are promptly considered for recognition when criteria for an award or other form of recognition are met.

(2) Ensuring that due consideration is given to superior accomplishments and performance awards in qualifying and selecting employees for promotion.

(3) Encouraging subordinate employees to improve productivity, efficiency, economy, and effectiveness of Government operations.

(4) Promptly evaluating, or referring for evaluation, any employee suggestion forwarded to them.

C. The Chief, Human Resources Management and Development Office is responsible for providing general policy direction for, and operations and evaluation of, the Dryden awards and recognition program. This includes maintaining official records and files on awards to Dryden employees.

D. The Personnel Management Specialists are responsible for providing advice, consultation, and assistance to managers on awards and recognition.

4. **DRYDEN AWARDS**

A. Dryden Honor Awards. Like the NASA Honor Awards, Dryden has a number of Dryden-specific Honor Awards given on an annual basis to recognize significant accomplishments and contributions by both civil servant and contractor employees (see enclosure). However, unlike the NASA Honor Awards where the nomination and selection process are management driven, the Dryden Honor Awards is a peer-driven process that is overseen by an Honor Awards Committee representing Dryden's diverse workforce. This Committee solicits peer nominations in June of each year, forms peer review committees to rate and rank the nominations in August, and recommends final selections to the Center Director in September. A special honor awards ceremony is held in October at which civil service recipients receive certificates and a cash award and non-civil service recipients receive a nonmonetary memento. In an effort to continuously improve this process, the award definitions and categories may be refined periodically.

B. Milton O. Thompson Award. This award is given in the memory of Milton O. Thompson, premier research test pilot, engineer, and executive manager, whose lifetime achievements had a profound impact on aeronautical and space flight. Mr. Thompson explored the unknown transatmospheric flight regime in the X-15, provided leadership in the advancement of aeronautics and space technology through experimental flight research, and provided executive leadership in support of NASA Agency programs and projects. This award is presented to present or former Dryden Flight Research Center civil servant employees for lifetime contributions. The recipients of this award must have worked at least

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three years as a NASA Dryden civil servant employee and must have made extraordinary contributions to pioneering flight exploration or to the public. The call for nominations is issued in July of each year to the heads of the Dryden Directorates. A special review committee may be used to review and rank the nominations. The final selection is made by the Center Director. A trophy is presented to the recipient of this honorary award at the annual Dryden Honors Awards ceremony.

C. Pride in NASA Award. The Pride in NASA (PIN) award is a grass roots effort by employees to recognize their peers' achievements. All NASA Dryden civil servants and on-site contractor employees are eligible for this award. There are usually four recipients each year and the award can be received only once by an individual. The Dryden Exchange Council (DEC) administers the nomination and selection process but does not participate in the final selection. Awardees are recognized by the Dryden Exchange Council.

D. This and other information on Dryden-specific awards can be found through the Dryden Home Page on the Internet (<http://www/local/index.html>), under the topic "NASA Awards."

5. **DELEGATIONS OF AUTHORITY**

None.

Kenneth J. Szalai
Director

Enclosure

Enclosure

Dryden Honor Awards Categories

1. Administrative: For civil service employees performing outstanding professional administrative work (e.g., attorney, budget/resource analyst, contract manager (COTR), employee assistance counselor, procurement specialist, staff assistant, and similar positions).
2. Best Paper: Recognizes an outstanding publication, refereed journal article, or other formal NASA archival media first-authored by a Dryden civil service or contractor employee, based on research primarily performed at Dryden.
3. Best NASA Series Report: For outstanding NASA technical reports (TM, TP, TR) or other formal NASA reports (based on research primarily performed at Dryden) first authored by a Dryden civil service or on-site contractor employee within the previous calendar year. NASA series reports previously published as conference papers are excluded.
4. Continual Improvement: An individual or team of civil service or contractor employees who has systematically and successfully improved work processes through the use of continual improvement techniques, including but not limited to, problem definition, measurement, root cause analysis, planning prevention, developing teamwork, employee involvement and empowerment, and participative management. This award is for innovative approaches to new ways of doing business faster, cheaper, better without sacrificing safety.
5. Contractor Employee: For on-site contractor personnel, both supervisory or nonsupervisory, who have provided positive support to DFRC in any of five categories -- administrative, engineer, manager, technician, and technical support. Regulations preclude an honorarium for this category.
6. Equal Opportunity (EO): For civil service and contractor employees contributing significantly to the attainment of equal opportunity goals. This may include, but not be limited to, participation in community outreach activities, active recruitment attempts, or internal assignments to enhance the Equal Opportunity Program at Dryden. Supervisors who actively participate and encourage their employees to seek out opportunities are also eligible for this award.
7. Engineer: For civil service employees who perform exemplary engineering work which is oriented primarily to nonresearch (e.g., civil, electrical, electronics, facilities, mechanical, operations, software, systems).
8. Group: For established smaller groups, teams or organizations composed of civil service employees, contractors, or both, who have demonstrated excellence in teamwork. This award emphasizes accomplishments rather than continual improvement.

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9. Henry Arnaiz Mentor Award: This memorial award for civil service employees honors Henry Arnaiz, who actively demonstrated outstanding performance as a mentor to new and established employees. Recipients may be administrative, engineering, and technician employees.
10. Research Engineer/Scientist: For outstanding work by civil service professionals oriented primarily to research activities (e.g., aeronautical, equipment development, project management, pilot, test engineer, simulation).
11. James Ferguson Safety Award: For civil service and contractor employees whose collateral duties or significant voluntary efforts have made Dryden a safer place to work (e.g., fire wardens, seismic activity employees, and emergency team members). Recipients need not work directly for a safety organization.
12. Secretary/Administrative Support: For significant contributions by civil service employees in the areas of administrative or secretarial support (e.g., accounting technicians, payroll technicians, personnel assistants, secretaries, voucher examiners, etc.)
13. Steven B. Davis Outstanding Co-op Award: This memorial award recognizes excellence and exemplary performance by a cooperative education student . The award is open to all co-op students.
14. Outstanding Student Award: For exceptional initiative and cooperation by a non-coop student participating in Dryden's sponsored student programs (e.g., ACCESS, Interns, Morehouse, SHARP, Spelman, Stay in School, Student Aide, Wise, etc.)
15. Supervisor/Manager/Leader: For civil service supervisors, managers, or leaders who have demonstrated outstanding leadership qualities.
16. Technical Support: For significant performance in other technical support areas by civil service employees (e.g., computational specialties, configuration control, flight crew members, maintenance control, technical editors, technology transfer, television production specialists, visual information specialists, etc.)
17. Technician: Non-supervisory civil service employees performing outstanding technician-level work (e.g., Aerospace Engineering Technician; Aerospace Ground Equipment Technician; Electronics --Avionics Technician, Data Acquisition, Instrumentation; Facility Technician; Life Support; Mechanic--Aircraft, Electronics, Lab; Model Maker--Machinist, Sheet Metal Mechanic; . Technician; Range Control Technician; etc.)